

SIX FLAGS NEW ENGLAND	
SUBJECT: OFFICE SAFETY	SAFETY REFERENCE MANUAL
SECTION: 27	
EFFECTIVE: January 2016	SUPERSEDES: ALL PREVIOUS

## **27.1 PURPOSE**

To ensure the safety of employees working primarily in an office environment

## **27.2 SCOPE**

To be utilized by employees in all work areas.

## **27.3 PROCEDURES**

Office hazards include, and are not limited to tripping, cuts, punctures, electrical shock, improper illumination, housekeeping, poor ventilation, and unstable office furniture. The biggest office hazard, however, is the belief that there are no hazards.

The following minimum standards apply for control of these hazards:

- A. Aisles shall be kept clear of obstructions and debris.
- B. Cords and wires shall not be strung across the floor.
- C. To eliminate the possibility of a file cabinet being pulled over, heavier materials shall be stored in the lower drawers, and only one drawer shall be opened at a time.
- D. File cabinets and desk drawers shall be kept closed when not in use to eliminate tripping and bumping hazards.
- E. Desks will be arranged to eliminate tripping hazards caused by floor-mounted electrical and telephone outlets.
- F. Slipping hazards, such as water or coffee on the floor, shall be cleaned up immediately.
- G. Supervisors shall ensure that employees are aware of the location of fire extinguishers in their area and are familiar with the instructions for usage which are printed on each extinguisher.
- H. Handrails shall be used when ascending and descending stairs to eliminate the possibility of falls.
- I. Doors, which serve two-way pedestrian traffic, shall be used with care to

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avoid striking personnel approaching from the opposite direction.

- J. Utilize proper lifting techniques.
- K. Broken glass, razor blades, and other sharp-edged materials shall not be placed in wastebaskets unless properly wrapped or packaged to enclose sharp edges.
- L. Office furniture shall be kept in good repair to eliminate injuries.
- M. Employee lockers, desks, cabinets, and storerooms shall not be used for storing flammable materials or liquids.
- N. Electrical cords on office equipment shall be kept in good repair, free from cuts, abrasions, or improper splices which may cause accidental shock. Cords shall be placed where they are not subject to damage.
- O. Mechanical guards on office equipment shall not be removed, except for maintenance purposes, and shall be replaced before the equipment is put back into operation.
- P. All electrical fans shall be equipped with guards completely enclosing blades. Guards shall have an opening of no more than 1/2".
- Q. When work involves the use of fluids which give off dangerous or unpleasant odors, contact the Safety Department.
- R. Adequate lighting shall be provided in all office areas.
- S. Extension cords will not be used except on a temporary basis and shall be removed at end of work day.
- T. No smoking, open flames, candles, etc. are allowed in offices.
- U. Chairs, boxes, office furniture shall not be used for climbing.
- V. Where temporary electric heaters are allowed, they must be placed on the floor and maintain a clearance of at least 36 inches on all sides. These heaters must also have an automatic shut-off device in case the unit is ever tipped over.

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## **27.4 HOLIDAY SAFETY**

- A. All decorations must be clear of aisles and walkways.
- B. Overhead decorations must be arranged to maintain an overhead clearance of 7'. Decorations must not impede or be attached to fire suppression or detection equipment
- C. Decorations must be flame retardant. Only artificial flame retardant trees and garland are allowed.
- D. Electrical decorations must be turned off each night and must not be used beyond rated capacity, length, etc. NOTE: Warning labels must remain on the wires.